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Secretariat

ST/SGB/245
5 December 1991

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: TECHNOLOGICAL INNOVATIONS BOARD

1. In 1986, the Secretary-General established the Technological Innovations Board (TIB), with a noted objective to ensure the maximum potential of technological innovations in the office automation area. TIB, chaired by the Under-Secretary-General for Administration and Management, is composed of heads of major user departments and offices.

2. During the last four years, TIB and its Working Group contributed to enhancing awareness and utilization of technological innovations in the United Nations. In addition, a qualitative change in the computerization process occurred, bringing about close interaction between micro-, mini- and mainframe computers and putting emphasis on networking and communications. In line with these developments, the mandate of TIB is to be enhanced and this is reflected in the revised terms of reference.

3. TIB will ensure, on behalf of the Secretary-General, that the maximum potential of technological innovations is realized by the United Nations. In addition to its policy-making responsibility for the Organization as a whole, the Board fulfils the role of a local coordinating committee for Headquarters. For purposes of this bulletin, the term "technological innovations" is defined to include all aspects of office automation, as represented by software and hardware related to microcomputers and minicomputers, and all aspects of mainframe computer applications and operations, and local and global telecommunications. In addition, any activity that has at its core a computer - micro-, mini- or mainframe - is considered to be a technological innovation.

4. The functions of TIB will be to:

(a) Determine and promulgate policies, standards and procedures relating to the acquisition and use of technological innovations, including selection criteria and application development;

(b) Monitor compliance with these policies, standards and procedures through, inter alia, the appropriate review of and advice on budgetary proposals;

(c) Review the use of funds allotted for the acquisition, replacement and maintenance of technological innovations and related training;

(d) Ensure that periodic reviews of the efficacy of training of staff utilizing technological innovations and surveys on the impact of technological innovations on productivity and workload standards are conducted;

(e) Report to the Secretary-General on progress in implementing technological innovations and the benefits accruing therefrom;

(f) Make recommendations, when appropriate, on directions which the Organization ought to take in the use of technological innovations.

5. Members of TIB will serve a two-year period upon selection by the Secretary-General. Membership of TIB will be representative of the users of technology. Heads of organizational units not represented on the Board or their designated representatives may participate in its meetings when issues of specific concern to them are under discussion.

6. The Board will be provided with secretariat services by the Electronic Services Division, Office of General Services, Department of Administration and Management. It will also be provided with the necessary resources to discharge its responsibilities.

7. The Board will be assisted by a Working Group in carrying out its functions. The members of the Working Group shall be selected to ensure a broad representation of the concern of organizational units that are major users of technological innovations. Technical competence in the field of technological innovations and a broad knowledge of administrative procedures and practices are the primary requirements for the membership of the Working Group. Its members are selected for a two-year term by the Under-Secretary-General for Administration and Management in consultation with the members of the Board.

8. The Controller will designate a certifying officer for the funds for the replacement and maintenance of the equipment indicated in paragraph 3 above.

9. The mandate of the Standing Review Committee on Word-Processing Training, established at Headquarters under the terms of reference outlined in administrative instruction ST/AI/325, is covered by the new terms of reference of TIB and its Working Group. Therefore, the Standing Review Committee is herewith abolished.

10. The operational aspects of the Board's responsibilities at offices away from Headquarters will be discharged through local technological innovations committees, which will report to the Board regularly. These committees will

be responsible for ensuring compatibility of operations at offices away from Headquarters with the policies, standards and procedures established by the Board. The establishment, composition and secretariats of these subordinate committees should follow the pattern of the Board and its Working Group at Headquarters and will be announced locally.

11. Secretary-General's Bulletin ST/SGB/219 and Corr.1 and Add.1-3 are hereby superseded.

Javier PEREZ DE CUELLAR
Secretary-General

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ST/SGB/246
23 December 1991

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: PLACEMENT AND PROMOTION*

1. In my bulletin ST/SGB/221 of 22 December 1986, I introduced a vacancy management and staff redeployment system to deal with existing and projected vacancies which, because of the recruitment freeze, were not distributed in a rational and efficient manner on the basis of programme priorities but rather were the result of unplanned personnel movements. Since it was necessary at the time to redress that imbalance expeditiously in order to avoid to the extent possible a disruption of mandated programmes, the vacancy management and staff redeployment system was established with immediate effect for the duration of the emergency situation. The system was to be reviewed in the light of the experience gained during that period, taking into consideration the longer-term needs of the Organization.

2. The recruitment freeze and the imbalances that resulted from it, which were important factors in the establishment of the vacancy management system, have now come to an end. Consequently, and after considering the views of both management and staff, and also taking into account the United Nations Administrative Tribunal Judgement No. 537 (Upadhya), I have decided to reinstate a comprehensive grade-by-grade review for promotion as provided for by Staff Rule 104.14, effective 1 January 1992. In addition to incorporating a review of eligible staff within each Department, the new placement and promotion policy improves upon features of the vacancy management system, in accordance with General Assembly resolution 45/239 A, by streamlining the mechanism for the consideration of interested, eligible staff from outside the department.

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* Personnel Manual index No. 4086.

3. I should like to emphasize that the appointment and promotion policy within the Secretariat is one which should be constantly reviewed, refined and updated in light of experience, and particularly in light of efforts to develop a comprehensive career development system for all categories of staff.

4. The modalities for the implementation of the comprehensive review for promotion and the placement procedures are set out in administrative instruction ST/AI/373 of 23 December 1991.

Javier PEREZ DE CUELLAR
Secretary-General